

**CITY OF ASHEVILLE, NORTH CAROLINA
CLASS SPECIFICATION**

**RECREATION SPECIALIST
PARKS AND RECREATION DEPARTMENT**

GENERAL STATEMENT OF DUTIES

Performs supervisory work assisting with the planning and implementation of the various park and recreation programs such as the City's after school program, summer day camp program, and recreation center activities. Employee reports to a Recreation Program Supervisor or Recreation Center Director.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class performs work to help plan, promote and direct the City's recreation and park programs and recreation center activities. An employee of this class, through the supervision of volunteers and other subordinate personnel, is responsible for providing wholesome recreational opportunities for the community and its visitors through recreation department activities. Work involves planning and demonstrating recreational activities and events appropriate for various age levels of City youth and adults. Work is performed in accordance with established policies and regulations under general supervision of a Recreation Program Supervisor or Recreation Center Director and is evaluated through conferences in terms of the effectiveness and efficiency of programs and activities as well as public approval.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Performs and assists in planning comprehensive recreation programs for youth and adults.

Ensures that programs operate in accordance with established rules and regulations.

Enforces policies and maintains order for program efficiency.

Performs personnel management functions for the Division including supervising volunteer workers.

Plans, organizes and implements recreational activities for community members and visitors.

Attends a variety of professional meetings to stay current on issues concerning public recreation issues.

Performs a variety of promotional and public relations duties such as making public contacts in an effort to describe recreational activities and programs and learn the desires of the community; preparing and presenting speeches and talks through various media in order to explain or interpret departmental activities, procedures and programs; and acting as necessary liaison with other public and private groups and agencies.

RECREATION SPECIALIST

Establishes and maintains a variety of files and records and prepares periodic and special reports from those data.

Teaches various classes.

Ensures the cleanliness and safety of buildings and facilities utilized for recreation center, after school, child care and summer day camp.

ADDITIONAL JOB FUNCTIONS

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the objectives and ideals of adult and youth recreation programs, and child care, including a thorough understanding of activities which make up community after school, day camp, and recreation center programs.

Considerable knowledge of a variety of municipal recreational activities.

General knowledge of the principles and practices of child care facilities.

General knowledge of the philosophy and objectives of public recreation.

General knowledge of the principles of supervision, organization, and administration.

Ability to plan, direct, and coordinate the work of volunteers and activities of program participants.

Ability to develop and administer a recreation program suited to the needs of the community.

Ability to express ideas effectively orally and in writing.

Ability to compose correspondence and to prepare reports and publicity documents.

MINIMUM EXPERIENCE AND TRAINING

Associate's degree in early childhood, education, recreation, physical fitness or a related field and 1 to 2 years of related experience; and/or any equivalent combination of training and experience required to perform the essential position functions.

COMPETENCIES

Technical Competency: Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

Interpersonal Competency: Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

RECREATION SPECIALIST

Intellectual Competency: Ability to think, learn and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to job level.

Customer Service: Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

Organizational and Community Sensitivity: Ability to take the larger perspective into account, recognize organizational and community priorities and balance actions appropriately.

Physical Skills: Ability to perform required jobs with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodation[s]if needed) and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Salary Grade 12
Non-Exempt